

**NAVAJO AREA
INDIAN HEALTH SERVICE
WEEKLY VACANCY LISTING
UPDATED: 05-24-10**

NAVAJO AREA INDIAN HEALTH SERVICE

Division of Human Resources

P.O. Box 9020

Window Rock, AZ 86515-9020

Contacts:

Cecelia Yazzie (928) 871-1452

Angela Segay (928) 871-1421

Ida Natonabah (928) 871-1432

Geraldine Thompson (928) 871-1368

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
NAO-10-33	Window Rock, AZ	Civil Engineering Technician DS: Shiprock, NM	GS-802-4	Angela Segay	05-13-10	05-26-10

CHINLE COMPREHENSIVE HEALTH CARE FACILITY

Division of Human Resources

PO Drawer PH

Chinle, AZ 86503

Contacts:

Lorraine Smith (928) 674-7033

Charlotte Denetchee (928) 674-7031

Renae Ayze (928) 674-7585

Nurse Recruiter: Ella Bia (928) 674-7608

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
CH-10-DHA-A	Chinle, AZ	Nurse Clinical Nurse DS: Chinle PHS, Tsaile Health Clinic and Pinon Health Center,	GS-610-4/5/7 GS-610-9/10	Ella Bia	10-01-09	Open Continuous
CH-10-MPP/ ESEP-A	Chinle, AZ	Nurse Clinical Nurse DS: Chinle PHS, Tsaile Health Clinic and Pinon Health Center,	GS-610-4/5/7 GS-610-9/10	Charlotte Denetchee	10-01-09	Open Continuous
NAO-10-MPP/ ESEP-C	Chinle, AZ	Community Health Nurse DS: Tsaile Health Clinic and Pinon Health Center, Pinon AZ	GS-610-7/9/11	Cecelia Yazzie	10-01-09	Open Continuous
NAO-10-DHA-C	Chinle, AZ	Community Health Nurse DS: Tsaile Health Clinic and Pinon Health Center, Pinon AZ	GS-610-7/9/11	Cecelia Yazzie	10-01-09	Open Continuous
CH-10-78	Chinle, AZ	Nursing Assistant (Obstetrical Care Unit)	GS-621-03/04/05	Renae Ayze	05-12-10	05-25-10
CH-10-80	Chinle, AZ	Voucher Examiner (Business Office-Patient Accounts) DS: Pinon Health Center, Pinon, AZ	GS-0540-05/06	Charlotte Denetchee	05-13-10	05-26-10
CH-10-79	Chinle, AZ	Nursing Assistant	GS-621-03/04/05	Renae Ayze	05-13-10	05-26-10

CROWNPOINT COMPREHENSIVE HEALTH CARE FACILITY

Division of Human Resources

PO Box 358

Crownpoint, NM 87313-0358

Contacts:

Victoria Pablo (505) 786-6213

Yolanda DeVore (505) 786-6201

Nurse Recruiter: Erma Marbut (505) 786-6262

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
GA-10-DHA-A	Crownpoint, NM	Nurse Clinical Nurse Medical/Pediatric-2; OB-1; ER-1 DS: Crownpoint, NM	GS-610/4/5/7 GS-610-9/10	Erma Marbut	01-12-09	Open Continuous
GA-10-MPP/ ESEP-A	Crownpoint, NM	Nurse Clinical Nurse Medical/Pediatric-2; OB-1; ER-1 DS: Crownpoint, NM	GS-610-09/10	Julia Nelson	01-12-09	Open Continuous
NAO-10-DHA -C	Crownpoint, NM	Community Health Nurse 2-Vacancies	GS-610-07	Cecelia Yazzie	10-01-09	Open Continuous
NAO-10-MPP/ ESEP-C	Crownpoint, NM	Community Health Nurse 2-Vacancies	GS-610-7/9/11	Cecelia Yazzie	10-01-09	Open Continuous
NAO-10-MPP/ ESEP-D	Crownpoint, NM	Diagnostic Radiologic Technologist	GS-0647-08	Victoria Pablo	03-29-10	Open Continuous
NAO-10-DHA -D	Crownpoint, NM	Diagnostic Radiologic Technologist	GS-0647-08	Victoria Pablo	03-29-10	Open Continuous
NAO-10-MPP/ ESEP-F	Crownpoint, NM	Nurse Practitioner (Women's Health)	GS-610-12	Ida Natonabah	12-08-09	Open Until Filled
NAO-10-MPP/ ESEP-F	Crownpoint, NM	Nurse Practitioner (Women's Health)	GS-0610-12	Ida Natonabah	03-29-10	Open Until Filled
NAO-10-MPP/ ESEP-F	Crownpoint, NM	Nurse Practitioner (Med Staff)	GS-610-9/11/12	Ida Natonabah	04-12-10	Open Until Filled
NAO-10-DHA -F	Crownpoint, NM	Nurse Practitioner (Med Staff)	GS-610-9/11/12	Ida Natonabah	04-12-10	Open Until Filled
NAO-10-MPP/ ESEP-J	Crownpoint, NM	Dental Officer 2-Vacancies	GS-0680-12	Ida Natonabah	01-11-10	Open Until Filled
NAO-10-DHA -K	Crownpoint, NM	Pharmacist (Two (2) Vacancies)	GS-0660-11	Victoria Pablo	03-29-10	Open Until Filled
NAO-10-MPP/ ESEP-R	Crownpoint, NM	Medical Technologist 4-Vacancies	GS-644-7/9	Angela Segay	12-08-09	Open Until Filled
NAO-10-MPP/ ESEP-U	Crownpoint, NM	Physical Therapist (Two (2) Vacancies)	GS-0633-09/11	Victoria Pablo	03-29/10	Open Until Filled
DE-AB-09- 0002	Crownpoint, NM	Dental Officer 2-Vacancies	GS-680-12	Victoria Pablo	01-11-10	Open Until Filled
CP-09-037-C	Crownpoint, NM	Lead Clinical Nurse (Inpatient)	GS-610-10	Victoria Pablo	04-12-10	Open Until Filled
CP-10-010	Crownpoint, NM	Pharmacy Technician Term Appt NTE – 2 Years	GS-661-06	Yolanda Devore	05-17-10	05-28-10
CP-10-LTT- 003-A	Crownpoint, NM	Nursing Assistant (Long Term Training) REANNOUNCEMENT	GS-621-05	Victoria Pablo	05-17-10	06-18-10
NAO-10-35	Crownpoint, NM	Medical Officer (Admin/Clinical Director)	GS-602-15	Ida Natonabah	05-20-10	06-10-10

FORT DEFIANCE INDIAN HOSPITAL BOARD, INC.

Division of Human Resources

PO Box 649

Fort Defiance, AZ 86504-0649

Contacts:

(928) 729-8258

Nurse Recruiter: Michael Flowers

(928) 729-8737 or 3346

<http://www.fdihb.org>

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
		FOR VACANCIES, CONTACT FDIHB, INC. DIRECTLY				

GALLUP INDIAN MEDICAL CENTER

Division of Human Resources

PO Box 1337

Gallup, NM 87305

Contacts:

Julia Nelson (505) 722-1415

Irene Benallie (505) 726-8720

Susie Tom (505) 722-1460

Talynne Boyd-Jensen (505) 722-1412

Donita Lomatska (505) 726-8698

Nurse Recruiter: Myra Cousens (505) 726-8549

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
GA-10-DHA-A	Gallup, NM	Nurse Clinical Nurse (ICU-6; Peds-1; Ambulatory -1; Women Health-3; Med/Surg-7; ER-3; Inter Med-2; Perioperative-3; Eye Clinic-1) DS: Gallup Indian Medical Center, Tohatchi Health Care Center-1 (Ambulatory)	GS-0610/4/5/7 GS-0610-9/10	Myra Cousens	01-12-09	Open Continuous
GA-10-MPP/ ESEP-A	Gallup, NM	Nurse Clinical Nurse (ICU-6; Peds-1; Ambulatory -1; Women Health-3; Med/Surg-7; ER-3; Inter Med-2; Perioperative-3; Eye Clinic-1) DS: Gallup Indian Medical Center, Tohatchi Health Care Center-1 (Ambulatory)	GS-0610/4/5/7 GS-0610-9/10	Julia Nelson	01-12-09	Open Continuous
GA-09-MPP/ ESEP-B	Gallup, NM	Nurse DS: Gallup, NM & Tohatchi, NM	GS-610-4/5/7	Julia Nelson	01-12-09	Open Continuous
NAO-10-MPP/ ESEP-C	Gallup, NM	Community Health Nurse	GS-610-7/9/11	Cecelia Yazzie	10-01-09	Open Continuous
NAO-10-DHA-C	Gallup, NM	Community Health Nurse	GS-610-07/09/11	Cecelia Yazzie	10-01-09	Open Continuous
NAO-09-MPP/ ESEP-I	Gallup, NM	Optometrist	GS-662-9/11/12	Ida Natonabah	10-01-08	Open Continuous
GA-10-012-A	Gallup, NM	Supervisory Clinical Nurse (Nursing Administration) REANNOUNCEMENT	GS-0610-11	Julia Nelson	03-01-10	Open Until Filled
HHS-I H S-NJ- 2010-0029	Gallup, NM	Podiatrist	GS-0668-14	Irene Benallie	04-20-10	12-31-10

KAYENTA INDIAN HEALTH CENTER

Division of Human Resources

PO Box 368

Kayenta, AZ 86033

Contacts:

Melissa Stanley (928) 697-4236

Arlene Big (928) 697-4323

Nurse Recruiter: Betty Lee (928) 697-4088

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
KA-09-DHA-A	Kayenta, AZ	Nurse Clinical Nurse (ER: 2; OPD-0; Inscription House Health Center-0; Dennehotso Clinic – 0)	GS-610-4/5/ GS-610-9/10	Betty Lee	10-01-09	Open Continuous
KA-09-MPP/ ESEP-A	Kayenta, AZ	Nurse Clinical Nurse (ER: 2; OPD-0; Inscription House Health Center-0; Dennehotso Clinic – 0)	GS-610-4/5/7 GS-610-9/10	Arlene Big	10-01-09	Open Continuous
KA-10-21	Kayenta, AZ	Medical Support Assistant (OA) (Emergency Room Department)	GS-0679-04/05	Arlene Big	05-12-10	05-25-10
KA-10-22	Kayenta, AZ	Pharmacy Technician	GS-661-3/4/5/6	Arlene Big	05-17-10	05-28-10

NORTHERN NAVAJO MEDICAL CENTER

Division of Human Resources

PO Box 160

Shiprock, NM 87420-0160

Contacts:

Margaret Begay (505) 368-6091
 Louella Chase (505) 368-6097
 Byron BlueEyes (928) 368-6051
 Beverly Denny (928) 656-5013
 Paula Williams (505) 656-5010
 Nurse Recruiter: Winifred Howard (505) 368-6661 (NNMC)
 Laverne Holly (928) 656-5492 (4CRHC)

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
SR-10-DHA-A	Shiprock, NM	Nurse Clinical Nurse Center OPD-0; ER-1; PHN-3.. (PACU-5; OR-6; Ambulatory Care-0; MCH-0; Peds Inpt-0; ER-1; Med Surg-0; ICU-0; Obstetrics/L&D-3 Maternal /Child Health-0; Dzilth Na O Dith Hle Heath Center OPD-0; PHN-0; Four Corners Regional Health Center OPD-2; ER-0; PHN-1..	GS-0610-4/5/7 GS-0610-9/10	Winifred Howard Laverne Holly	10-01-09	Open Continuous
SR-10 -ESEP/ MPP-A	Shiprock, NM	Nurse Clinical Nurse Center OPD-0; ER-1; PHN-3.. (PACU-5; OR-6; Ambulatory Care-0; MCH-0; Peds Inpt-0; ER-1; Med Surg-0; ICU-0; Obstetrics/L&D-3 Maternal /Child Health-0; Dzilth Na O Dith Hle Heath Center OPD-0; PHN-0; Four Corners Regional Health Center OPD-2; ER-0; PHN-1..	GS-0610-4/5/7 GS-0610-9/10	Louella Chase Margaret Begay Beverly Denny	10-01-09	Open Continuous
NAO-10-MPP/ ESEP-C	Shiprock, NM	Community Health Nurse DS: Shiprock, Dzilth Na O Dith Hle Health Center, & Four Corners Regional Health Center	GS-0610-9/11	Cecelia Yazzie	10-01-09	Open Continuous
NAO-10-DHA -C	Shiprock, NM	Community Health Nurse DS: Shiprock, Dzilth Na O Dith Hle Health Center, & Four Corners Regional Health Center	GS-0610-7/9/11	Cecelia Yazzie	10-01-09	Open Continuous
NAO-10-MPP/ ESEP-F	Shiprock, NM	Nurse Practitioner (Psychiatric) DS:Four Corners Regional Health Center, Red Mesa AZ	GS-0610-12	Ida Natonabah	02-26-10	Open Until Filled
NAO-10-DHA -F	Shiprock, NM	Nurse Practitioner (Psychiatric) DS:Four Corners Regional Health Center, Red Mesa AZ	GS-0610-12	Ida Natonabah	02-26-10	Open Until Filled
NAO-10-MPP/ ESEP-F	Shiprock, NM	Nurse Practitioner (Women's Health)	GS-0610-12	Ida Natonabah	03-29-10	Open Until Filled
NAO-10-DHA -F	Shiprock, NM	Nurse Practitioner (Psychiatric) DS:Four Corners Regional Health Center, Red Mesa AZ	GS-0610-12	Ida Natonabah	02-26-10	Open Until Filled
NAO-10-MPP/ ESEP-F	Shiprock, NM	Nurse Practitioner (Women's Health)	GS-0610-12	Ida Natonabah	03-29-10	Open Until Filled
NAO-10-DHA -F	Shiprock, NM	Nurse Practitioner (Women's Health)	GS-0610-12	Ida Natonabah	03-29-10	Open Until Filled
SR-10-MPP/ ESEP-056	Shiprock, NM	Physician Assistant 2-Vacancies	GS-0603-12	Byron BlueEyes	03-22-10	Open Until Filled
SR-10-MPP/ ESEP-066	Shiprock, NM	Clinical Psychologist (Division of Clinical Services)	GS-0180-13	Byron BlueEyes	05-03-10	Open Until Filled

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
SR-10-058	Shiprock, NM	Medical Support (OA) DS: Dzilth-Na-O-Dith-Hle Health Center, Bloomfield, NM	GS-0679-04	Marlon G. Tolbertson, Sr.	05-14-10	05-27-10
SR-10-068	Shiprock, NM	Medical Records Technician DS: Four Corners Regional Health Center, Red Mesa, AZ	GS-675-07	Raquel Jones	05-13-10	05-27-10
SR-10-060	Shiprock, NM	Accounting Technician	GS-525-06	Marlon G Tolbertson Sr.	05-18-10	06-01-10
SR-10-070	Shiprock, NM	Nurse Specialist (Diabetes Educator) DS: Four Corners Regional Health Center, Red Mesa, AZ	GS-610-11	Paula Williams	05-19-10	06-09-10
NAO-10-MPP/ ESEP-R	Shiprock, NM	Medical Technologist 2-Vacancies	GS-644-09	Angela Segay	05-19-10	Open Continuous
SR-10-036-001	Shiprock, NM	Nurse Specialist 4-Vacancies REANNOUNCEMENT	GS-610-11	Margaret Begay	05-20-10	06-10-10
SR-10-071	Shiprock, NM	Supervisory Pharmacist DS: Dzilth-Na-O-Dith-Hle Health Center, Bloomfield, NM	GS-660-12	Margaret Begay	05-21-10	06-11-10
SR-10-029-001	Shiprock, NM	Budget Analyst DS: Dzilth-Na-O-Dith-Hle Health Center, Bloomfield, NM REANNOUNCEMENT	GS-560-09	Margaret Begay	05-21-10	06-11-10

TUBA CITY REGIONAL HEALTH CARE CORPORATION

Branch of Personnel

PO Box 600

Tuba City, AZ 86045

Contacts:

Ferlin Begay

(928) 283-2432

E-mail: ferlin.begay@tchealth.org

Nurse Recruiter: Eric Abat

(928) 283-2710

<http://www.tchealth.org>

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
		FOR VACANCIES, CONTACT TC HEALTH DIRECTLY				

WINSLOW INDIAN HEALTH CARE CENTER INC.

Division of Human Resources

500 North Indiana Avenue

Winslow, AZ 86047

Contacts:

Carrie Begay, Acting Human Resources Director

928/289-6202

E-mail: carrie.begay@wihcc.org

Nurse Recruiter: Connie Hancock

928/289-6213

<http://www.wihcc.com>

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
		FOR VACANCIES, CONTACT WIHCC DIRECTLY				

Open Continuous Announcements

NAVAJO AREA INDIAN HEALTH SERVICE

ANNOUNCEMENT NUMBER	POSITION TITLE	PAY PLAN, SERIES AND GRADE	CONTACT PERSON
NAO-10-DHA-C	Community Health Nurse	GS-610-7/9/11	Cecelia Yazzie
NAO-10-DHA-D	Diagnostic Radiologic Technologist	GS-647-4/5/6/7/8/9/10	Geraldine Thompson
NAO-10-DHA-E	Nurse Midwife	GS-610-9/11/12	Ida Natonabah
NAO-10-DHA-F	Nurse Practitioner	GS-610-9/11/12	Ida Natonabah
NAO-10-DHA-K	Pharmacist	GS-660-9/11/12	Angela Segay
NAO-10-DHA-N	Medical Officer	GS-602-11/12/13/14/15	Angela Segay
NAO-10-MPP/ESEP-A	Clinical Nurse	GS-610-9/10	Angela Segay
NAO-10-MPP/ESEP-B	Nurse	GS-610-4/5/7	Angela Segay
NAO-10-MPP/ESEP-C	Community Health Nurse	GS-610-7/9/11	Cecelia Yazzie
NAO-10-MPP/ESEP-D	Diagnostic Radiologic Technologist	GS-647-4/5/6/7/8/9/10	Geraldine Thompson
NAO-10-MPP/ESEP-E	Nurse Midwife	GS-610-9/11/12	Ida Natonabah
NAO-10-MPP/ESEP-F	Nurse Practitioner	GS-610-9/11/12	Ida Natonabah
NAO-10-MPP/ESEP-H	Medical Technologist	GS-644-05	Angela Segay
NAO-10-MPP/ESEP-I	Optometrist	GS-662-9/11/12	Ida Natonabah
NAO-10-MPP/ESEP-J	Dental Officer	GS-680-11/12	Ida Natonabah
NAO-10-MPP/ESEP-K	Pharmacist	GS-660-9/11/12	Angela Segay
NAO-10-MPP/ESEP-M	Environmental Engineer	GS-819-5/7/9	Angela Segay
NAO-10-MPP/ESEP-N	Medical Officer	GS-602-11/12/13/14/15	Angela Segay
NAO-10-MPP/ESEP-O	Public Health Nutritionist	GS-630-9/11/12	Ida Natonabah
NAO-10-MPP/ESEP-P	Dietitian	GS-630-9/11	Ida Natonabah
NAO-10-MPP/ESEP-R	Medical Technologist	GS-644-7/9	Angela Segay
NAO-10-MPP/ESEP-S	Environmental Health Specialist	GS-601-5/7/9	Angela Segay
NAO-10-MPP/ESEP-U	Physical Therapist	GS-633-7/9/11	Cecelia Yazzie
NAO-10-MPP/ESEP-W	Environmental Engineer	GS-819-11	Angela Segay
NAO-10-MPP/ESEP-Y	Medical Technologist (Section Leader)	GS-644-11	Angela Segay
NAO-10-MPP/ESEP-Z	Respiratory Therapist	GS-651-5/6/7/8	Cecelia Yazzie

Applications are being accepted from any U.S. Citizen.

ADDITIONAL INFORMATION:

INDIAN PREFERENCE: In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

EQUAL EMPLOYMENT: Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, physical handicap, marital status, age, or membership or non-membership in any employee organization.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES - Applications will be accepted from status eligibles (e.g. reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g. handicapped authority, etc.). Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP".

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213.3116(B)(8).

APPLICATION PROCEDURES

SUBMIT APPLICATION TO THE ADDRESSES FOR EACH LOCATION. IF VACANCY ANNOUNCEMENT NUMBER BEGINS WITH NAO, THEN APPLICATIONS MUST BE MAILED TO THE NAVAJO AREA INDIAN HEALTH SERVICE, WINDOW ROCK, ARIZONA. **All applications and forms must actually be received in close of business on the specified closing dates.** Applications become the property of the Personnel Office and will not be returned. **Telefaxed applications will not be accepted.** For information on a complete list of required forms for each vacancy, applicants must call the Personnel Offices at their specific locations. For information on application procedures for the USPHS Commission Corps, please contact Deborah Damon @ (928)-871-1390.

ALL APPLICATION FORMS MUST BE INDIVIDUALLY IDENTIFIED BY ANNOUNCEMENT NUMBER AND JOB LOCATION. SEPARATE APPLICATIONS ARE REQUIRED FOR EACH VACANCY. FAILURE TO SUBMIT ANY OF THE FOLLOWING DOCUMENTS, AND OTHER INDIVIDUAL VACANCY/ANNOUNCEMENT REQUIRED FORMS, MAY RESULT IN LOSS OF CONSIDERATION FOR THE POSITION (S).

1. **OF-612, SF-171, or Resume.** Original signature and date are required on whatever application format is submitted.
2. "Declaration for Federal Employment" (OF-306) must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
3. **Verification of Indian Preference:** Applicants who wish to claim Indian Preference, must submit a copy of the **current** Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," completed by the appropriate BIA office or by tribes authorized by P.L. 93-638 contract/compact to perform the certification functions on behalf of the BIA. Current employees who were employed by IHS on February 16, 1978 and who received preference according to the rules and procedures in effect at the time preference was granted, and who have been continuously employed with IHS, must submit a copy of the proof they submitted at the time preference was granted.
4. Copy of latest Personnel Action (SF-50), if a current or former Federal Employee, and if requesting Reinstatement Eligibility, the SF-50 proof of Career or Career-Conditional Competitive Status must be submitted.
5. If claiming Veterans Preference, a copy of all DD-214 forms, one for each period of service, and, if claiming 10-point Veterans Preference, a SF-15 with all supporting documents.
6. A copy of your most recent performance appraisal (required for current Federal employees).
7. A copy of college transcript(s), listing the college courses and credits earned is required in order to receive appropriate credit for education. When allowed by Qualification Standards, copies of training certificates (non-college) must be submitted for appropriate credit.
8. **INFORMATION REQUIRED ON WHATEVER MAIN APPLICATION FORMAT IS SUBMITTED:** Application formats must contain all of the following listed information in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. Failure to include any of this information may result in loss of consideration for this position.
 - a. Announcement Number, Title, Grade and Location of the job for which you are applying.
 - b. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
 - c. Social Security Number.
 - d. Country of Citizenship.
 - e. Highest Federal civilian grade held (give Job Series and Dates held).
 - f. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
 - g. College and University Credit/Degrees - Name, City, State (Zip Code if known), Majors, Type and Year of any Degrees received (if no Degree, show Total Semester or Quarter-Hours earned).
 - h. Work Experience (paid and nonpaid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day and year), Hours Per Week and Salary.
 - i. Indicate if we may contact your current Supervisor.
 - j. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.

9. OTHER REQUIRED FORMS - Applicants must call Area Personnel (928/871-5834) or the Personnel Office at the particular location of the vacancy to secure a complete listing of forms required for each vacancy announcement.